

# **PRISM**

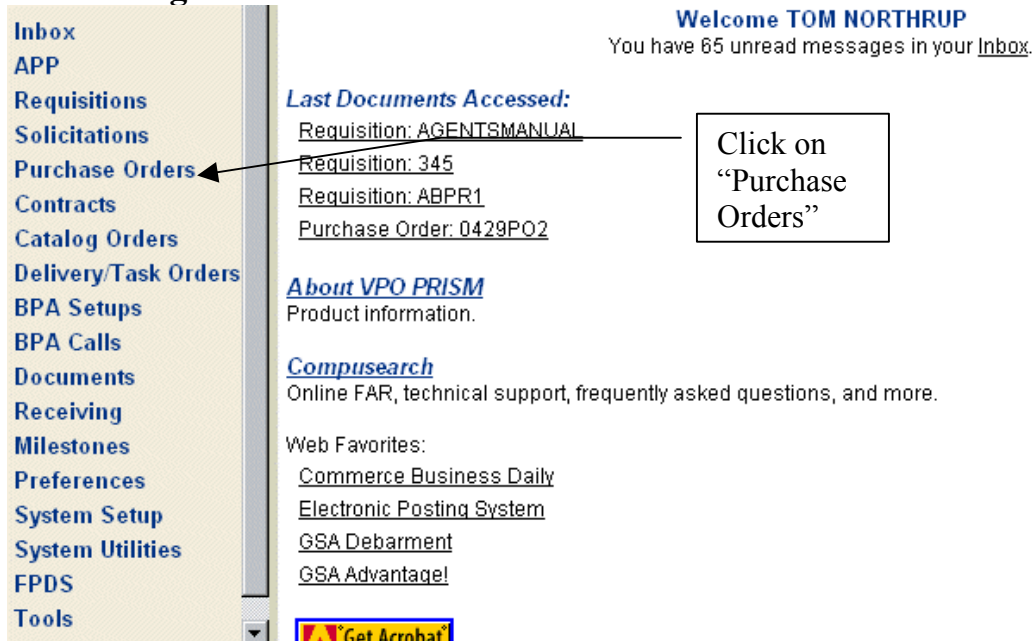
## **Supplemental Manual Simplified Acquisitions**

**April 2003**

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## 1. Creating Purchase Orders



**Welcome TOM NORTHRUP**  
You have 65 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
[Requisition: AGENTS MANUAL](#)  
[Requisition: 345](#)  
[Requisition: ABPR1](#)  
[Purchase Order: 0429PO2](#)

**About VPO PRISM**  
Product information.

**Compusearch**  
Online FAR, technical support, frequently asked questions, and more.

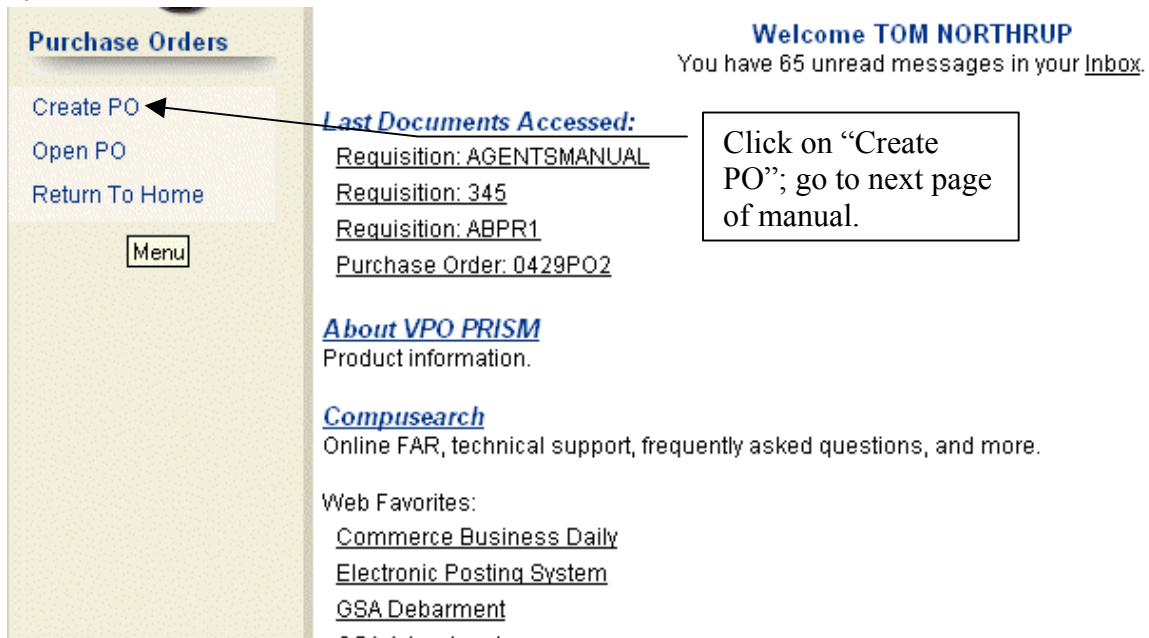
Web Favorites:  
[Commerce Business Daily](#)  
[Electronic Posting System](#)  
[GSA Debarment](#)  
[GSA Advantage!](#)

**Get Acrobat**

**Left Sidebar:**  
[Inbox](#)  
[APP](#)  
[Requisitions](#)  
[Solicitations](#)  
[Purchase Orders](#)  
[Contracts](#)  
[Catalog Orders](#)  
[Delivery/Task Orders](#)  
[BPA Setups](#)  
[BPA Calls](#)  
[Documents](#)  
[Receiving](#)  
[Milestones](#)  
[Preferences](#)  
[System Setup](#)  
[System Utilities](#)  
[FPDS](#)  
[Tools](#)

**Callout Box:**  
Click on "Purchase Orders"

2.



**Welcome TOM NORTHRUP**  
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[Requisition: 345](#)  
[Requisition: ABPR1](#)  
[Purchase Order: 0429PO2](#)

**About VPO PRISM**  
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Web Favorites:  
[Commerce Business Daily](#)  
[Electronic Posting System](#)  
[GSA Debarment](#)  
[GSA Advantage!](#)

**Left Sidebar:**  
[Purchase Orders](#)  
[Create PO](#)  
[Open PO](#)  
[Return To Home](#)  
[Menu](#)

**Callout Box:**  
Click on "Create PO"; go to next page of manual.

3.

**Purchase Orders**

Create PO  
Open PO  
Return To Home

**Purchase Order Creation Options**

☒ From Requisition  
☐ From Solicitation  
☐ New  
☐ Duplicate Existing Purchase Order  
☐ Reconstruct

Submit Cancel

Select "From Requisition" and click "Submit"

4.

Requisition Number

Display Hide Search Criteria Cancel ?

**Create Purchase Order from Requisition**

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner
Y	0429PR2	04/29/2002	TOM NORTHROP		TOM NORTHROP
Y	345	04/30/2002	TOM NORTHROP		TOM NORTHROP
Y	AGENTS MANUAL	05/03/2002	TOM NORTHROP		TOM NORTHROP
Y	CSB-01000-02-0003	04/11/2002	TOM NORTHROP		TOM NORTHROP

Page 1 of 1 (4 results found)

Line 1

1. Change this drop down to read "Related Sites"

2. Click on the link to the PR; go to next page of manual.

Site

SETUP BUSINESS GROUP

Include Documents from:

Current Selected Site

Requisitioner

Buyer

TNORTHRU

Originating Office

Released Date Range

Start Date

End Date

Sort by

Requisition Number

5.

Requisition Number

Site

Include Documents from:

Requisitioner

Buyer

Originating Office

Released Date Range

Start Date

End Date

Sort by

Display Hide Search Criteria Cancel ?

Create Purchase Order from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner
<input type="checkbox"/>	0429PR2	04/29/2002	TOM NORTHROP		TOM NORTHROP
<input type="checkbox"/>	345	04/30/2002	TOM NORTHROP		TOM NORTHROP
<input type="checkbox"/>	AGENTS MANUAL	05/03/2002	TOM NORTHROP		TOM NORTHROP
<input type="checkbox"/>	CSB-01000-02-0003	04/11/2002	TOM NORTHROP		TOM NORTHROP

Page 1 of 1 (4 results found)

Select the line items from the PR, you may click each desired box, or hit "Select All" to choose all the LI's, then choose "Create"

Line Item Selection

Select	Item Number	Description	User Product Code	Product	Qualifier	Unit	Quantity	Amount
<input checked="" type="checkbox"/>	0001	computers		PR	By Quantity	EA	4	\$2,000.00

Select All Create

6.

☐ System Generated

☒ Manual Entry

Create Cancel

Normally you will choose a system generated mask number from the drop down; go to next page of manual.

## 7. Navigator (helps find PR's)

**Purchase Order** [Route] [Self Approve] [Release] [View Form] [Delete] [Cancel] [FPDS] [?]

Main

**General**

Additional Info

Text

Payments

Summary

Items

Vendor

Form Info

Synopsis

Supporting Docs

Validations

Route History

Status History

Notifications

Ownership

**Navigator**

Return to Home

**Purchase Order Information**

PO Number: POAGENTS MANUAL      Number of Items: 1

Version: BASE-In Progress      Stage: Award      Total Amount: \$2,000.00

**General Information**

Requisition Number: AGENTS MANUAL

Solicitation Number: (None)

Purchase Order is: ☒ Priced ☐ Unpriced

Award Date: 05/03/2002

Admin Office: CHEMICAL SAFETY [Edit] [...]

Eng Office: CHEMICAL SAFETY [Edit] [...]

Proc Office: [Edit] [...]

Vendor: [...]

Buyer: TNORTHRU [...]

Contracting Officer: [...]

Contracting Officer Representative: [...]

Primary Product/Service Code: PR [...]

Click on "Navigator", this will let us view the PR.

## 8.

**Purchase Order**

Main

Items

Vendor

Form Info

Synopsis

Supporting Docs

Validations

Route History

Status History

Notifications

Ownership

**Navigator**

Return to Home

**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 1

Version: BASE      Stage: Award      Total Amount: \$2,000.00

Net View: Off      Obligation: \$2,000.00

**Navigator**

APP

(None)

Requisition

AGENTS MANUAL

Milestone Plan

(None)

Solicitation

(None)

Click on the link to the PR; go to next page of manual.

9.

**VFO**

**EZ REQ**

Main

Items

Vendors

Supporting Docs

Form Info

Validations

Route History

Status History

Notifications

Ownership

Navigator

Return to Home

Route Suspend Line Items View Form Amend Closeout Cancel Convert To Full ?

**EZ REQ Information**

Requisition Number: AGENTS MANUAL Status: Released Number of Items: 1  
Version: BASE Stage: Award Total Amount: \$2,000.00  
Commitment: \$2,000.00

**General Information**

Requisition Date: 05/03/2002  
Requisitioner: TOM NORTHRUP  
Site: SETUP BUSINESS GROUP  
Buyer: TOM NORTHRUP  
Buyer Assign Date: 05/03/2002  
Owner: TOM NORTHRUP  
Primary Product / Service: PRPURCHASE REQUEST

Originating Office Code: CHEMICAL SAFETY  
Name: CHEMICAL SAFETY  
Address: 2175 K STREET, NW  
SUITE 400  
City: WASHINGTON  
State: DC  
Zip: 20037-1809  
Country: ITS

We are now in the main PR information, you may look at the information as you choose. To exit the PR, click "Navigator".

10.

**VFO**

**EZ REQ**

Main

Items

Vendors

Supporting Docs

Form Info

Validations

Route History

Status History

Notifications

Ownership

Navigator

Return to Home

**EZ REQ Information**

Requisition Number: AGENTS MANUAL Status: Released Number of Items: 1  
Version: BASE Stage: Award Total Amount: \$2,000.00  
Commitment: \$2,000.00

**Navigator**

APP

(None)

Milestone Plan

(None)

Solicitation

(None)

Award

POAGENTS MANUAL

Click on the link to the PO, or "Award" to get back to the PO that you have begun; go to next page of manual.



## 11. Required Fields (Main:General)

**1. Fill in the required fields:** Issuing office as "BPD", vendor, CO, PP/S Code, and the Admin Office if it does not default over. **The CO is you if using a credit card; it is the appropriate CO for a hard copy.**

**2. If the vendor you are awarding to is not available from pick list, see "Adding a Vendor to the Database" on page 35 of this manual.**

**3. IF a service, Period of Performance must be entered (but NOT here). Enter under "Additional Information" in the "Performance Start Date" and "Performance End Date" fields.**

**11A.**

**1. Make sure you click "Additional Info."**

**2. If a service, make sure you enter "Performance Start Dates" and "End Dates" in this section.**

**3. If a credit card order, enter the real name of the vendor in the field marked "Credit Card Vendor"; go to next page of manual.**



## 12. Supporting Documents

**Purchase Order**

- Main
- Items
- Vendor
- Form Info
- Synopsis
- Supporting Docs**
- Validations
- Route History
- Status History
- Notifications
- Ownership
- Navigator Menu
- Return to Home

**Purchase Order Information**

PO Number: POAGENTS MANUAL	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Award	Total Amount: \$2,000.00
	Net View: Off	Obligation: \$2,000.00

**Supporting Documents Selection**

**Attachments**

Select	Subject	Required	Approved	Attachment Number	Locked	File Name / Exception	Version
	SOW	N	N			<u>Work Plan.doc</u>	BASE

1. Click "Supporting Docs" to see any attachments.

2. Click on the link to the attachment to view it; go to next page of manual.

13.

https://prsmapp1.publicdebt.treas.gov/prismclone/formtemp/WF548.tmp/...

Address: licdebt.treas.gov/prismclone/formtemp/WF548.tmp/Work\_Plan.doc

**Brazil Local Liaison and Advisory Service**  
**Contract #: TPD-02-C-0014**

**Contractor:**  
**Juliana Menucci**  
**Av. Bernardo Vieira de Melo, 3119 apt. 402**  
**Piedade, Jaboatão dos Guararapes, PE**  
**54.410-000 Brazil**

The “Work Plan” pops up to view. Close it out when through viewing or printing.

File Name / Exception	Version
Work_Plan.doc	BASE

14. Vendor

**VPO PRISM - Purchase Order - Supporting Documents**

**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 0  
 Version: BASE      Stage: Award      Total Amount: \$0.00  
 Net View: Off      Obligation: \$0.00

Select	Address Code	Type	Name	Contact Name	Phone	City	State	Zip
<input checked="" type="checkbox"/>	PRIMARY	Mailing	AT & T WIRELESS SERVICES			BLOOMINGTON	MN	554311106
<input type="checkbox"/>	REMITTO1	Remit To	AT & T WIRELESS SERVICES			BLOOMINGTON	MN	554311106
<input type="checkbox"/>	PO1	Purchase Order	AT & T WIRELESS SERVICES			BLOOMINGTON	MN	554311106

1. Click on “Vendor.”

2. Click on the link to the vendor’s address next to “Purchase Order”; go to the next page of this manual.

15.

**Purchase Order Information**

PO Number: POAGENTS MANUAL	Status: In Progress	Number of Items: 0
Version: BASE	Stage: Award	Total Amount: \$0.00
	Net View: Off	Obligation: \$0.00

**Vendor Address**

Address Type: Purchase Order  
Name: AT & T WIRELESS SERVICES

Address Code: PO1

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1: 7900 S XERXES AVENUE SUITE 301

Address 2:

Address 3:

Address 4:

City: BLOOMINGTON

State: MN

Zip: 554311106

Country: US

Web Address:

*Click on the look up button next to "Address Code."*

16.

**PRISM - Vendor Address - Selection**

Search Criteria:    ?

Address Type: PRISM

PRISM

External

Address Code:

For:

Site: ☐

BPD PROCUREMENT

Include Addresses From:

Current Selected Site

Max Results: 100

Results per Page: 10

**Vendor Address Selection**

No matches found.

*1. Choose "External" from the Address Type drop down.*

*2. Then click Display.*

17.

**Search Criteria**

Address Type:

Search:  For:

Inventory Organization:

Include Addresses From:

Max Results:  Results per Page:

**Vendor Address Selection**

Address Code	Address Line 1	Address Line 2	Address Line 3	City	State	Zip	County	Pr
837498351	11710 BELTSVILLE DRIVE			BELTSVILLE	MD	207053102	WOOD	
MASTER	7900 S XERXES AVENUE SUITE 301			BLOOMINGTON	MN	554311106	WOOD	

Page 1 of 1 (2 results found)

Select the Address Code (DUNS Number). **DO NOT SELECT THE WORD "MASTER" EVER.**

18.

**Purchase Order Information**

PO Number: POAGENTS MANUAL Status: In Progress Number of Items: 0  
Version: BASE Stage: Award Total Amount: \$0.00  
Net View: Off Obligation: \$0.00

**Vendor Address**

Address Type: Purchase Order  
Name: AT & T WIRELESS SERVICES

Address Code:

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip:

Country:

Web Address:

Submit Cancel

1. The DUNS fills in.

2. The correct address fills in, and unfortunately at this time for DO's, you must do this for both address links ("Mailing" and "Remit To")

3. Choose "Submit".

19.

**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 0  
 Version: BASE      Stage: Award      Total Amount: \$0.00  
 Net View: Off      Obligation: \$0.00

Select	Address Code	Type	Name	Contact Name	Phone	City	State	Zip	DUNS
<input checked="" type="checkbox"/>	PRIMARY	Mailing	AT & T WIRELESS SERVICES			BLOOMINGTON	MN	554311106	
<input type="checkbox"/>	REMITTO1	Remit To	AT & T WIRELESS SERVICES			BLOOMINGTON	MN	554311106	
<input type="checkbox"/>	837488351	Purchase Order	AT & T WIRELESS SERVICES			BELTSVILLE	MD	207053102	

The DUNS and the correct address now fill in.

20.

**Purchase Order Information**

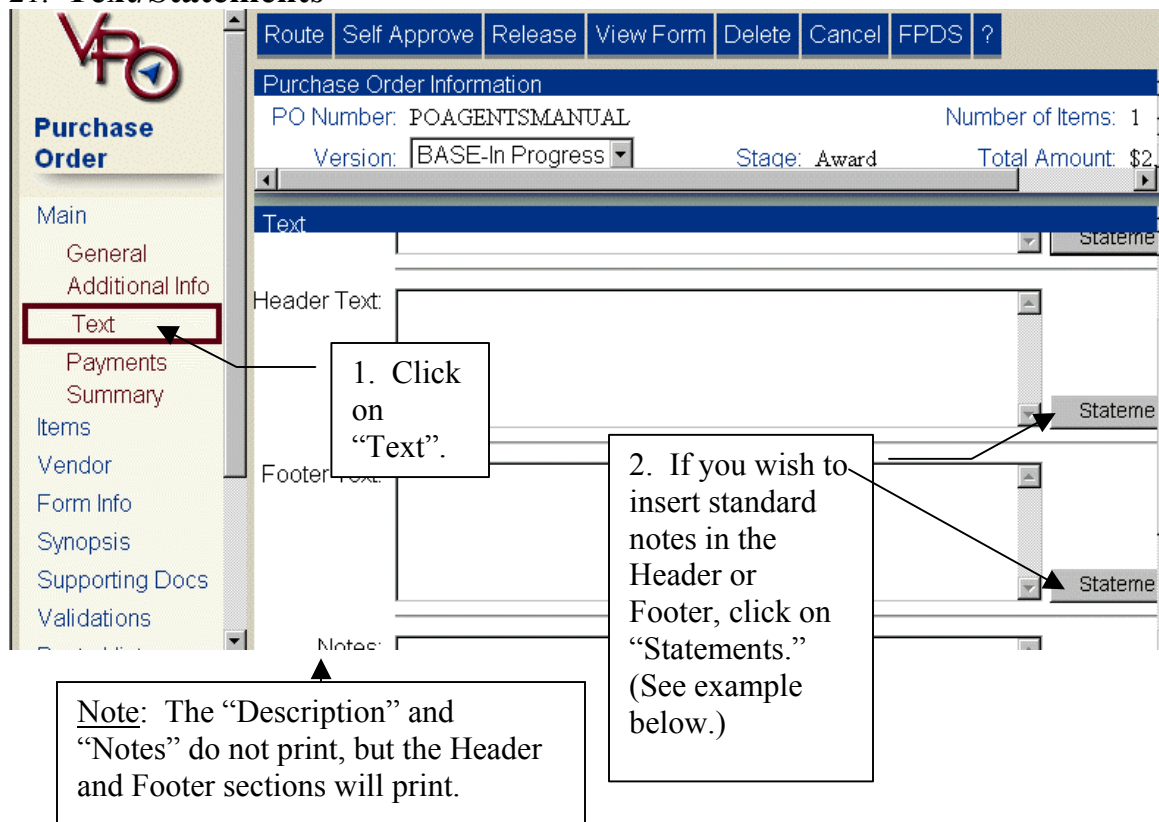
PO Number: POAGENTS MANUAL      Number of Items: 0  
 Version: BASE-In Progress      Stage: Award      Total Amount: \$0.00

**General Information**

Requisition Number: AGENTS MANUAL  
 Solicitation Number: (None)  
 Purchase Order is: ☒ Priced ☐ Unpriced  
 Award Date: 05/03/2002  
 Admin Office: CHEMICAL SAFETY [Edit] ...  
 Issuing Office: BPD [Edit] ...  
 Invoice Office: [Edit] ...  
 Vendor: ATTW ...  
 Buyer: TNORTHRU ...  
 Contracting Officer: TNORTHRU ...  
 Contracting Officer Representative: [Edit] ...

Click on the "Main" tab; go to next page of manual.

## 21. Text/Statements



**Purchase Order**

Main  
General  
Additional Info  
**Text**  
Payments  
Summary  
Items  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations

Route Self Approve Release View Form Delete Cancel FPDS ?

**Purchase Order Information**  
 PO Number: POAGENTS MANUAL Number of Items: 1  
 Version: BASE-In Progress Stage: Award Total Amount: \$2,000.00

**Text**

Header Text: [Text Field] [Statements]

Footer Text: [Text Field] [Statements]

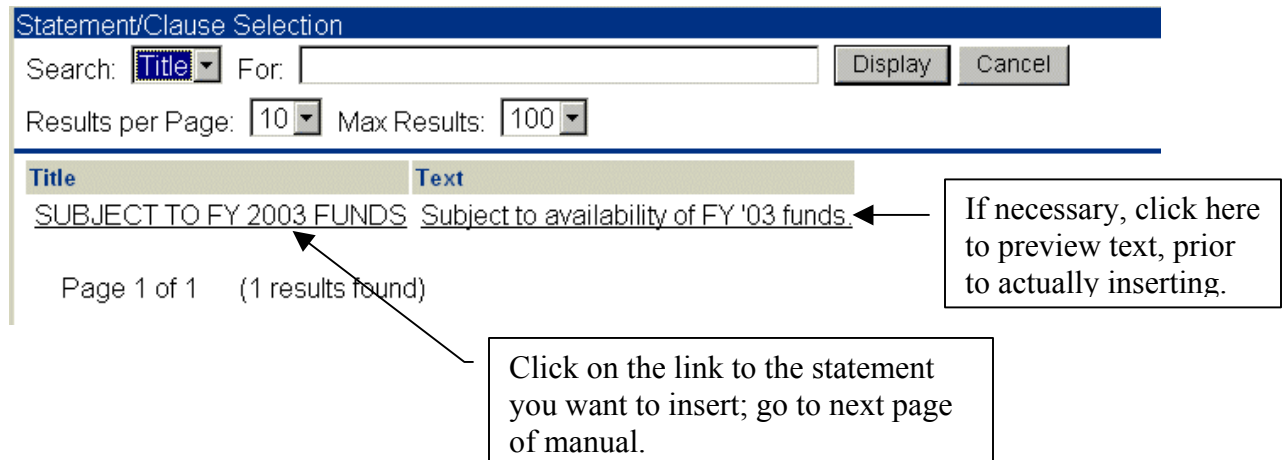
Notes: [Text Field]

1. Click on "Text".

2. If you wish to insert standard notes in the Header or Footer, click on "Statements." (See example below.)

Note: The "Description" and "Notes" do not print, but the Header and Footer sections will print.

## 22.



**Statement/Clause Selection**

Search: **Title** For: [Text Field] [Display] [Cancel]

Results per Page: 10 Max Results: 100

Title	Text
<a href="#">SUBJECT TO FY 2003 FUNDS</a>	Subject to availability of FY '03 funds.

Page 1 of 1 (1 results found)

Click on the link to the statement you want to insert; go to next page of manual.

If necessary, click here to preview text, prior to actually inserting.

23.

**Purchase Order**

Main  
General  
Additional Info  
**Text**  
Payments  
Summary  
Items  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations

Route Self Approve Release View Form Delete Cancel FPDS ?

**Purchase Order Information**  
 PO Number: POAGENTS MANUAL Number of Items: 1  
 Version: BASE-In Progress Stage: Award Total Amount: \$2

**Text**  
 Description:  
 Header Text: Subject to availability of FY '03 funds.  
 Footer Text:

It fills in the "Header Text" field.

24. **Payments**

**Purchase Order**

Main  
General  
Additional Info  
Text  
**Payments**  
Summary  
Items  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations

THIS ONLY NEEDS TO BE DONE IF YOU ARE NOT USING NET 30/PROMPT PAY.

PO Number: POAGENTS MANUAL Number of Items: 1  
 Version: BASE-In Progress Stage: Award Total Amount: \$2

**Payment Terms**  
 Name:  
 Description:  
 None

1. Click on "Payments."

2. Click on the look up button; go to next page of manual.



25.

**Payment Terms Selection**

Sort on:  For:

Max Results:  Results per Page:

Select	Name	Description
1	1/10, .5/20, NET 30	1% DISCOUNT IF PAID
2	1/10, N/360	DO NOT USE
3	1/15, NET 30	1% DISCOUNT IF PAID
4	1/20, NET 30	1% DISCOUNT IF PAID WITHIN 20 DAYS, NET 30 PP
5	2/10, 1/20, N/30 PROMPT PAY	2% DISCOUNT IF PAID WITH 10 DAYS, 1% DISCOUNT IF F
6	2/10, NET 30 PROMPT PAY	2% DISCOUNT IF PAID WITHIN 10 DAYS, NET 30 PP
7	DUE 15TH DAY OF CURRENT MONTH	DUE 15TH DAY OF CURRENT MONTH
8	DUE 15TH DAY OF NEXT MONTH	DUE 15TH DAY OF NEXT MONTH
9	Immediate Prompt Pay	Immediate Prompt Pay
10	IMMEDIATELY	IMMEDIATE *NON* PROMPT PAY
11	N/30 PROMPT PAY	NET 30 PROMPT PAY
12	NET 45	NET 45 DAYS

1. This defaults to "10", you may change it to "15" and click "Display", to see all available payment terms.

2. Choose the appropriate payment terms.

26.

**VFO**

**Purchase Order**

Main

- General
- Additional Info
- Text
- Payments**
- Summary
- Items
- Vendor
- Form Info
- Supporting Docs
- Validations

Route Self Approve Release View Form Delete Cancel FPDS Renumber ?

**Purchase Order Information**

PO Number: 0517TOM Number of Items: 0

Version:  Stage: Award Total Amount: \$0.00

Net View: Off Obligation: \$0.00

**Payment Terms**

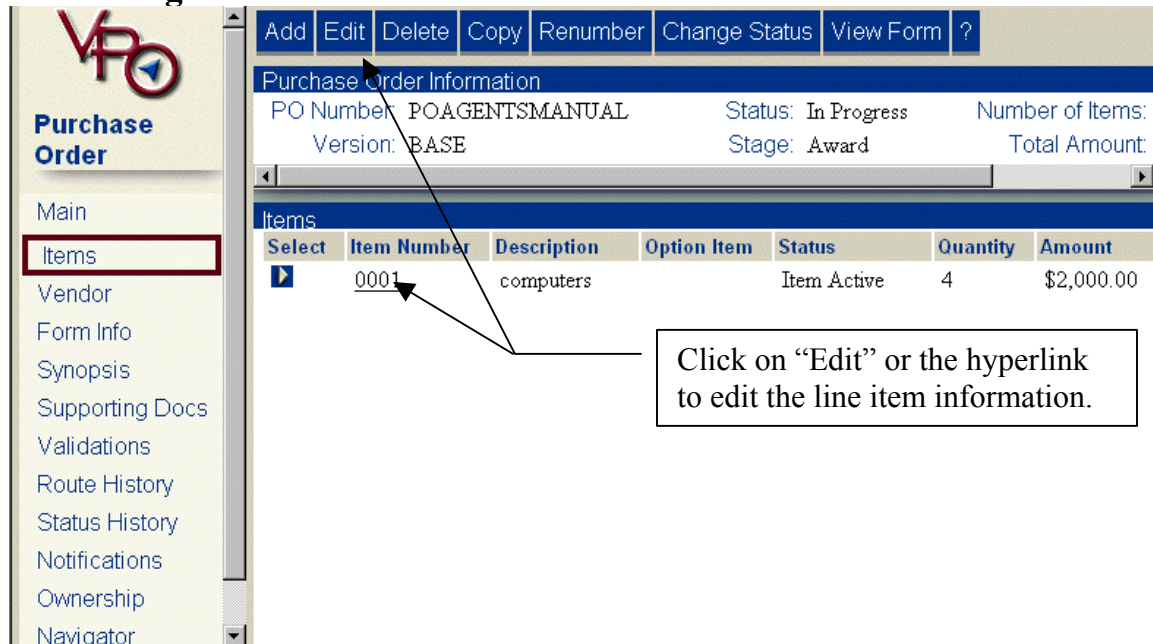
Name:

Description:

100% Due on the 15th

All the information fills in; go to next page of this manual.

## 27. Editing Items



**Purchase Order**

Main  
**Items**  
 Vendor  
 Form Info  
 Synopsis  
 Supporting Docs  
 Validations  
 Route History  
 Status History  
 Notifications  
 Ownership  
 Navigator

Add Edit Delete Copy Renumber Change Status View Form ?

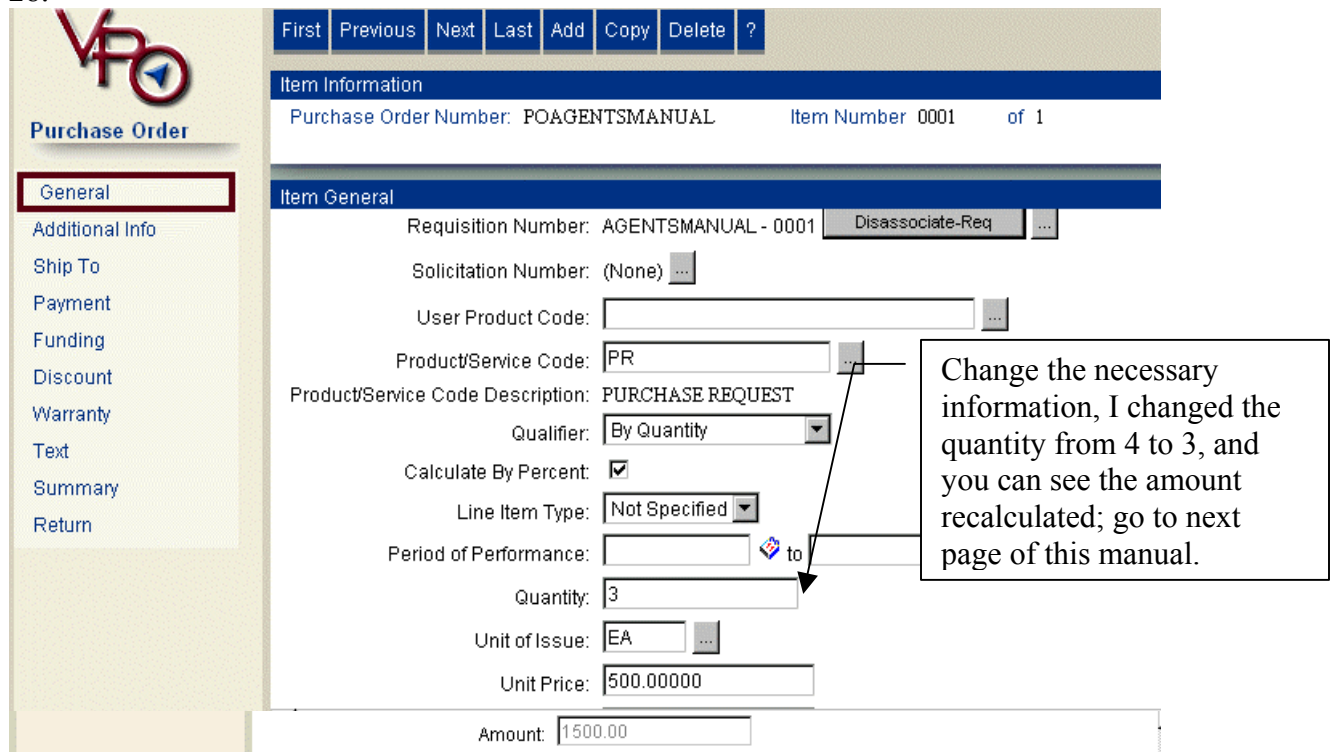
**Purchase Order Information**

PO Number: POAGENTS MANUAL Status: In Progress Number of Items: 4  
 Version: BASE Stage: Award Total Amount: \$2,000.00

Select	Item Number	Description	Option Item	Status	Quantity	Amount
<input type="checkbox"/>	0001	computers		Item Active	4	\$2,000.00

Click on "Edit" or the hyperlink to edit the line item information.

## 28.



**Purchase Order**

General  
 Additional Info  
 Ship To  
 Payment  
 Funding  
 Discount  
 Warranty  
 Text  
 Summary  
 Return

First Previous Next Last Add Copy Delete ?

**Item Information**

Purchase Order Number: POAGENTS MANUAL Item Number 0001 of 1

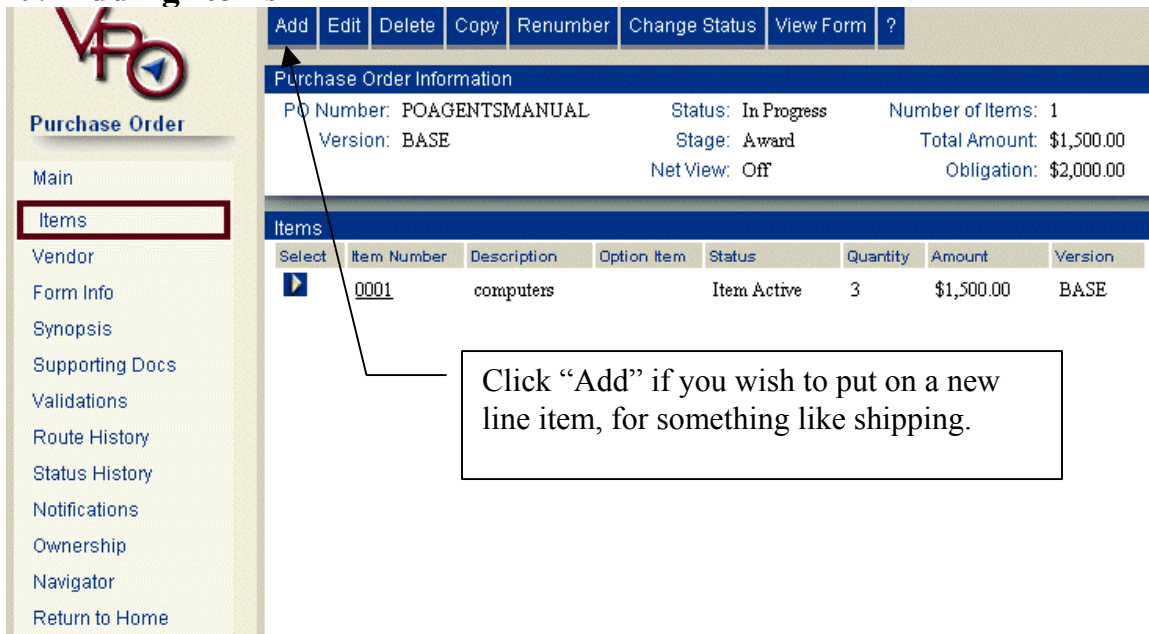
**Item General**

Requisition Number: AGENTS MANUAL - 0001 Disassociate-Req ...  
 Solicitation Number: (None) ...  
 User Product Code: ...  
 Product/Service Code: PR ...  
 Product/Service Code Description: PURCHASE REQUEST  
 Qualifier: By Quantity  
 Calculate By Percent: ☒  
 Line Item Type: Not Specified  
 Period of Performance: to  
 Quantity: 3  
 Unit of Issue: EA ...  
 Unit Price: 500.00000  
 Amount: 1500.00

Change the necessary information, I changed the quantity from 4 to 3, and you can see the amount recalculated; go to next page of this manual.

**NOTE: There is no check box to make a line item NTE, you must include it in the description.**

## 29. Adding Items



**VFO**  
Purchase Order

Main  
**Items**  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

**Add** **Edit** **Delete** **Copy** **Renumber** **Change Status** **View Form** **?**

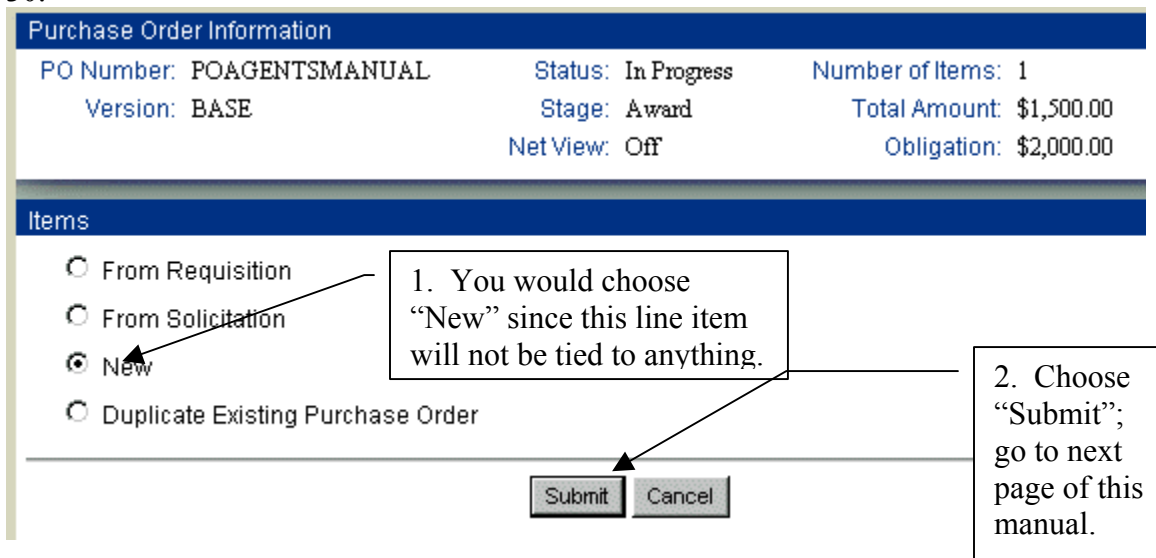
**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 1  
Version: BASE      Stage: Award      Total Amount: \$1,500.00  
Net View: Off      Obligation: \$2,000.00

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
<input type="checkbox"/>	0001	computers		Item Active	3	\$1,500.00	BASE

Click "Add" if you wish to put on a new line item, for something like shipping.

## 30.



**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 1  
Version: BASE      Stage: Award      Total Amount: \$1,500.00  
Net View: Off      Obligation: \$2,000.00

**Items**

☐ From Requisition  
☐ From Solicitation  
☒ **New**  
☐ Duplicate Existing Purchase Order

1. You would choose "New" since this line item will not be tied to anything.

2. Choose "Submit"; go to next page of this manual.

**Submit** **Cancel**

31.

**Enter in the required fields:**  
**Description,**  
**Product/**  
**Service Code,**  
**Qualifier,**  
**Quantity,**  
**Unit of Issue,**  
**Unit Price,**  
**Amount.**

**NOTE: There is no check box to make a line item NTE, you must include it in the description.**

32. **Ship To Information**

**1. Click on "Ship To."**

**2. Click "Add"; go to the next page of this manual.**

### 33. Accounting

**Purchase Order Information**

Purchase Order Number: POAGENTS MANUAL      Description: Shipping  
Version: BASE

Amount: \$15.00


---

**Delivery Location/Accounting Detail**

**Ship To**

Ship To: CHEMICAL SAFETY      Edit      ...      Mark For:      Edit      ...

Amount: 15.00

Delivery Date:       OR Days After Award: 30

---

**Accounting**      Add      Submit      Cancel

1. Make sure the address is correct, and enter in the Days After Award or Delivery Date.

2. The amount should be for the full line item amount unless you are using 2 shipping addresses.

3. Click "Add"; go to the next page of this manual.

34.

Accounting Information Detail

**Accounting Information:**

Select Accounting Code:

Treasury Symbol	<input type="text" value="CSB3850SE02XX"/>	<input style="width: 20px;" type="button" value="..."/>
Fiscal Year	<input type="text" value="2002"/>	<input style="width: 20px;" type="button" value="..."/>
USSGL	<input type="text" value="610001"/>	<input style="width: 20px;" type="button" value="..."/>
Cost Code	<input type="text" value="CSB0903000"/>	<input style="width: 20px;" type="button" value="..."/>
Object Class	<input type="text" value="2611"/>	<input style="width: 20px;" type="button" value="..."/>
Reporting Category	<input type="text" value="00000000"/>	<input style="width: 20px;" type="button" value="..."/>
Cat_B_Appr	<input type="text" value="XXX"/>	<input style="width: 20px;" type="button" value="..."/>
Cohort	<input type="text" value="XX"/>	<input style="width: 20px;" type="button" value="..."/>
Project	<input type="text" value="XXXXXXXXXX"/>	<input style="width: 20px;" type="button" value="..."/>
Future 1	<input type="text" value="XXXXXXXXXX"/>	<input style="width: 20px;" type="button" value="..."/>
Future 2	<input type="text" value="XXXXXXXXXX"/>	<input style="width: 20px;" type="button" value="..."/>
Percent:	<input type="text" value="100"/>	
Quantity:	<input type="text"/>	
Amount:	<input type="text" value="15.00"/>	
Obligated Amount:	<input type="text"/>	Uninvoiced: <input type="text"/>
Subject to Availability of funds: <input type="checkbox"/>		

1. The first five accounting fields **WILL NOT** default in with the exception of USSGL.

2. The percent should be 100 and the amount should be for the full amount of the line item, unless you are using 2 accounting codes, to fund the PO.

3. Choose "Submit", or press calculate if you have changed either the amount or percent, then choose "Submit"; go to the next page of this manual.

35.

**Purchase Order Information**

Purchase Order Number: POAGENTS MANUAL      Description: Shipping  
 Version: BASE  
 Amount: \$15.00

---

**Delivery Location/Accounting Detail**

**Ship To**

Ship To: CHEMICAL SAFETY      Edit      Mark For:      Edit      ...

Amount: 15.00

Delivery Date: Main Content      OR Days After Award: 30

---

**Accounting**      Add      Edit      Delete

Select	Accounting Code	Treasury Symbol	Fiscal Year	USSGL	Cost Code	Object Class	Reporting Category
<input checked="" type="radio"/>	(None)	CSB3850SE02XX	2002	610001	CSB0903000	2611	00000000

Submit      Cancel

“Submit” the accounting and shipping information.

36.

**VPFO**

**Purchase Order**

General  
 Additional Info  
**Ship To**  
 Payment  
 Funding  
 Discount  
 Warranty  
 Text  
 Summary  
 Return

First   Previous   Next   Last   Add   Copy   Delete   ?

**Item Information**

Purchase Order Number: POAGENTS MANUAL      Item Number 0002      of 2

Add   Edit   Delete

**Ship To/Accounting**

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="checkbox"/>	CHEMICAL SAFETY			\$15.00	30 Days After Award

The information fills in; go to the next page of this manual.



## 37. Warranty, Maintenance, Lease, etc.

**VFO**

**Purchase Order**

General  
Additional Info  
Ship To  
Payment  
Funding  
Discount  
**Warranty**  
Text  
Summary  
Return

First Previous Next Last Add Copy Delete ?

Item Information

Purchase Order Number: POAGENTS MANUAL Item Number 0002 of 2

Add

Warranty

1. Note we are in a line item.

2. If the line item is a warranty, lease, maintenance agreement, etc. then click "warranty"

3. Click "Add".

## 38.

Purchase Order Information

Purchase Order Number: POAGENTS MANUAL Description: Shipping  
Version: BASE Amount: \$15.00

Warranty

Start Date:  Number of Intervals:

Interval Type: Day End Date:

Type of Warranty: Day

Description:

Choose the correct "Interval Type"; go to the next page of this manual.

Calculate Submit Cancel

39.

**Purchase Order Information**

Purchase Order Number: POAGENTS MANUAL      Description: Shipping  
 Version: BASE

Amount: \$15.00

---

**Warranty**

Start Date:       Number of Intervals:

Interval Type:       End Date:

Type of Warranty:       Description:

Lease  
 Maintenance  
 Membership  
 Subscription  
 Warranty

Choose the "Type of Warranty".

Calculate   Submit   Cancel

40.

**Purchase Order Information**

Purchase Order Number: POAGENTS MANUAL      Description: Shipping  
 Version: BASE

Amount: \$15.00

---

**Warranty**

Start Date:       Number of Intervals:

Interval Type:       End Date:

Type of Warranty:

Description:

1. Enter in the **Dates, # of intervals, and description**

Calculate   Submit   Cancel

2. Click "Calculate" and then "Submit"; go to the next page of this manual.

41.

**Purchase Order**

- General
- Additional Info
- Ship To
- Payment
- Funding
- Discount
- Warranty**
- Text
- Summary
- Return

First Previous Next Last Add Copy Delete ?

**Item Information**

Purchase Order Number: POAGENTS MANUAL Item Number 0002 of 2

Add Edit Delete

**Warranty**

Select	Start Date	Number of Intervals	Interval Type	End Date	Type of Warranty
<input type="checkbox"/>	05/02/2002	3	Year	05/02/2005	Warranty

1. The info. fills in. Yeah!

2. Click "Return."

42. **Form Information**

**Purchase Order**

- Main
- Items
- Vendor
- Form Info**
- Synopsis
- Supporting Docs
- Validations
- Route History
- Status History
- Notifications
- Ownership
- Navigator
- Return to Home

Change Form ?

**Purchase Order Information**

PO Number: POAGENTS MANUAL Status: In Progress Number of Items: 2  
 Version: BASE Stage: Award Total Amount: \$1,515.00  
 Net View: Off Obligation: \$2,015.00

**Form Fill-In Selection**

There is no form associated with this Purchase Order.  
Choose Change Form to associate a form.

1. Click on "Form Info."

2. Click on "Change Form"; go to the next page of this manual.

43.

**Form Selection**

Search:  For:

Results per page:

Form	Description
<a href="#">OF347(6-95)</a>	Order For Supplies(06-95)
<a href="#">SF 1449</a>	Solicitation/Order (Commercial)
<a href="#">SF 30</a>	Modification of Contract

Page 1 of 1

Choose the correct "Form" by clicking the link.

44.

**VFO**

**Purchase Order**

Main  
Items  
Vendor  
Menu  
Form Info

**Purchase Order Information**

PO Number: POAGENTS MANUAL      Status: In Progress      Number of Items: 2  
Version: BASE      Stage: Award      Total Amount: \$1,515.00  
Net View: Off      Obligation: \$2,015.00

**Form Fill-In Selection**

**OF - 347**

Additional Pages: (None)  
Date Signed: (None)  
Print Back Page: No  
Print Tripartite Signature Page: No

4. Requisition/Reference Number: System Calculate-AGE

6. Ship To: System Calculate

6f. Ship Via: (None)

8a. Reference Your: (None)

9. Accounting and Appropriation Data: System Calculate-See Schedule

The form info fills in. If necessary, you can override system calculated information on the form, by clicking "Edit"; go to the next page of this manual.

#### 45. FPDS (only for under \$25,000)

**Purchase Order**

Change Route View Form **FPDS** ?

**Main**

**General**

Additional Info  
Text  
Payments  
Summary

Items  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

**Purchase Order Information**

PO Number: POAGENTSMANUAL Number of Items: 2  
Version: BASE-Pending Stage: Award Total Amount: \$1,515.00

**General Information**

Requisition Number: AGENTSMANUAL  
Solicitation Number: (None)  
Purchase Order is: Priced  
Award Date: 05/03/2002  
Vendor: AT&T WIRELESS  
Buyer: Bruce Feirtag  
Contracting Officer: Bruce Feirtag  
Contracting Officer Representative: (None)  
Primary Product / Service Code: PR  
Primary Product / Service Code Description: PURCHASE REQUEST  
Owner: TOM NORTHRUP  
Period of Performance: (None)

Admin Office Code: CHEMICAL SAFETY

1. Make sure you are in the "Main:General" tab.

2. You only need to enter in the reporting information if it is under \$25,000, click "FPDS" if this applies.

#### 46.

**FPDS**

FPDS Types

☒ FPDS 281

☐ FPDS 279

Form Version: 2002

Submit Cancel

Select "FPDS 281" and then click on "Submit," make sure the form version is current; go to the next page of this manual.

47.

Form Version: 2002  
 Obligated Amount: 1515  
 Award Date: 05/03/2002  
 Release Date: (None)  
 Status: Invalid

1. Fill in all the information.

Reporting Agency: 2036

Contractor Type: B. Other Small Business

Procurement Method: C - Purchases Using Simplified Acq. Procedures

Competition: A - Competed

Preference Program: X - No Preference Program

HUBZone Small Business Concern: N - No

HUBZone Program: N - No

Small Business Concern: N - No

Small Business (WOSB):

3. SAVE THE INFORMATION FIRST, THEN SUBMIT IT.

Save Validate Submit Cancel

2. If this field is not "Yes" or "No" then leave it blank.

4. "Submit" the information; Yeah! Go to next page of manual.

## 48. Validations

**VFO**

**Purchase Order**

Main

General

Additional Info

Text

Payments

Summary

Items

Vendor

Form Info

Synopsis

Supporting Docs

Validations

Route History

Status History

Notifications

Route Self Approve Release

Purchase Order Information

PO Number: POAGENTS MANUAL Number of Items: 1

Version: BASE-In Progress Stage: Award Total Amount: 1515

General Information

Requisition Number: AGENTS MANUAL

Solicitation Number: (None)

Purchase Order is: ☒ Priced ☐ Unpriced

Award Date: 05/03/2002

Admin Office: CHEMICAL SAFETY Edit

Issuing Office: BPD Edit

Invoice Office: Edit

Vendor: ATTW

Buyer: TNORTHRU

Contracting Officer: TNORTHRU

Contracting Officer Representative:

Primary Product/Service Code: PR

Click "Validations", go to the next page of this manual.



49.

**Purchase Order**

- Main
- Items
- Vendor
- Form Info
- Synopsis
- Supporting Docs
- Validations**
- Route History
- Status History
- Notifications
- Ownership
- Navigator
- Return to Home

**Purchase Order Information**

PO Number: POAGENTS MANUAL	Status: In Progress	Number of Items: 2
Version: BASE	Stage: Award	Total Amount: \$1,515.00
Net View: Off	Obligation: \$1,515.00	

**Validations**  
*No Errors Found*

If you see "No Errors Found" then you may proceed. Otherwise, correct the errors/omissions as directed.

## 50. Viewing/Printing Form

**Purchase Order**

- Main
- General**
- Additional Info
- Text
- Payments
- Summary
- Items
- Vendor
- Form Info
- Synopsis
- Supporting Docs
- Validations
- Route History
- Status History
- Notifications

**Route** **Self Approve** **Release** **View Form** **Delete** **Cancel** **FPDS** **?**

**Purchase Order Information**

PO Number: POAGENTS MANUAL	Number of Items: 2
Version: BASE-In Progress	Stage: Award
Total Amount: \$	

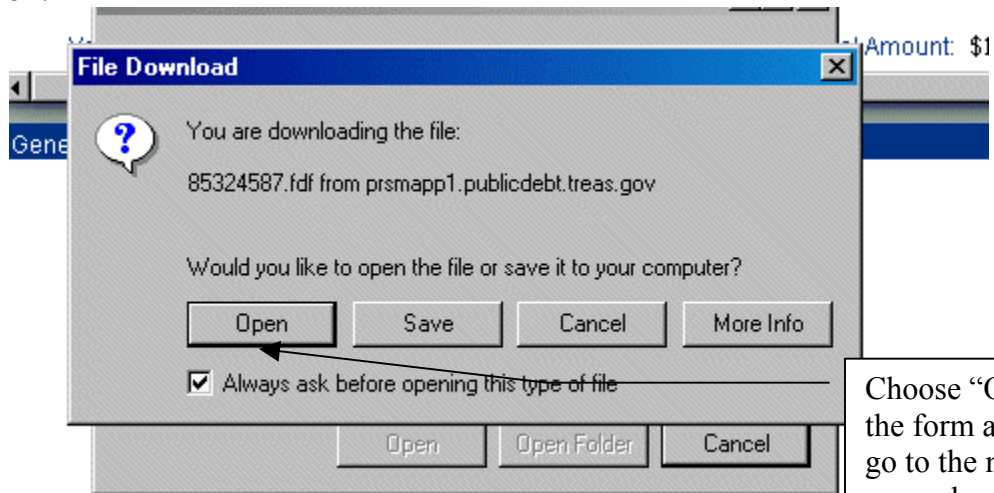
**General Information**

Requisition Number: AGENTS MANUAL  
Solicitation Number: (None)  
Purchase Order is: ☒ Priced ☐ Unpriced  
Award Date: 05/03/2002  
Admin Office: CHEMICAL SAFETY [Edit] [...]  
Issuing Office: BPD [Edit] [...]  
Invoice Office: [Edit] [...]  
Vendor: ATTW [...]  
Buyer: TNORTHRU [...]  
Contracting Officer: TNORTHRU [...]  
Contracting Officer Representative: [...]  
Primary Product/Service Code: PR [...]

Go to the "Main: General" tab, then click "View Form."



51.



Choose "Open" to view the form and print it off; go to the next page of this manual.

52.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address [https://prsmapp1.publicdebt.treas.gov/prismclone/forms/of347/of347\\_2.pdf](https://prsmapp1.publicdebt.treas.gov/prismclone/forms/of347/of347_2.pdf) Go Link

**ORDER FOR SUPPLIES OR SERVICES** PAGE 1 OF 2

**IMPORTANT : Mark all packages and papers with contract and/or order numbers**

1. DATE OF ORDER 05/03/2002	2. CONTRACT NO. (if any)	6. SHIP TO: a. NAME OF CONSIGNEE CHEMICAL SAFETY
3. ORDER NO. POAGENTS MANUAL	4. REQUISITION/REFERENCE NO. AGENTS MANUAL	b. STREET ADDRESS 2175 K STREET, NW SUITE 400
5. ISSUING OFFICE (Address correspondence to) BUREAU OF PUBLIC DEBT		c. CITY WASHINGTON
7. TO : a. NAME OF CONTRACTOR AT&T WIRELESS b. COMPANY NAME		d. STATE DC
c. STREET ADDRESS 1212 HOLLY WAY		e. ZIP CODE 20001
d. CITY MINERAL WELLS	e. STATE WV	f. ZIP CODE 26150

8. TYPE OF ORDER  
☒ a. PURCHASE  
☐ b. DELIVERY

REFERENCE YOUR:

Except for billing instructions, this delivery order is subject to the terms and conditions of the above-numbered contract.

Here is the print icon. Close the box after you have printed the PO.

## 53. Approving/Routing

**VFO**  
**Purchase Order**

Main  
General  
Additional Info  
Text  
Payments  
Summary  
Items  
Vendor  
Form Info  
Synopsis  
Supporting Docs  
Validations  
Route History  
Status History  
Notifications

Route Self Approve Release View Form Delete Cancel FPDS ?

**Purchase Order Information**  
PO Number: POAGENTS MANUAL Number of  
Version: BASE-In Progress Stage: Award Total A

**General Information**  
Requisition Number: AGENTS MANUAL  
Solicitation Number: (None)  
Purchase Order is: ☒ Priced ☐ Unpriced  
Award Date: 05/03/2002

CHEMICAL SAFETY Edit ...  
BPD Edit ...  
ATTW ...  
BFEIRTAG ...  
BFEIRTAG ...  
Contracting Officer Representative: ...  
Primary Product/Service Code: PR

Return to the "Main:General" tab and "Self Approve" the document if you are the CO otherwise route it to the appropriate CO for approval; go to the next page of this manual.

## 54.

**Purchase Order Information**  
PO Number: POAGENTS MANUAL Status: In Progress Number of Items: 2  
Version: BASE Stage: Award Total Amount: \$1,515.00  
Net View: Off Obligation: \$1,515.00

**Self Approve Document**  
Approval Password:   
Comments (up to 2000 characters):   
Mark Approved Cancel

If you are the CO and you click on "Self Approve," then enter the approval password and click "Mark Approved."

55.

**VFO**  
**Purchase Order**

Main

- General**
- Additional Info
- Text
- Payments
- Summary
- Items
- Vendor
- Form Info
- Synopsis
- Supporting Docs
- Validations
- Route History
- Status History
- Notifications

**Purchase Order Information**

PO Number: POAGENTS MANUAL Number o  
Version: BASE-In Progress Stage: Award Total A

**General Information**

Requisition Number: AGENTS MANUAL  
Solicitation Number: (None)  
Purchase Order is: ☒ Priced ☐ Unpriced  
Award Date: 05/03/2002  
Admin Office: CHEMICAL SAFETY Edit ...  
Issuing Office: BPD Edit ...  
Invoice Office: Edit ...  
Vendor: ATTW ...  
Buyer: BFEIRTAG ...  
Contracting Officer: BFEIRTAG ...  
Contracting Officer Representative: ...  
Primary Product/Service Code: PR ...

If you need to route the document then click on "Route"; go to the next page of this manual.

56.

1. Choose your default list in “Private List” or create a “New List” if you have not set up a default list. Be sure to add the CO as an “Approver” (not “Reviewer”).

2. Choose “Submit.”

57.

Choose “Send” if the Route is correct, or use the buttons at the top to add an approver or reviewer, or to change the order of routing.

58.

You may choose to add comments or skip them for the person receiving the document; go to the next page of this manual.

## 59. Delivery Orders/Task Orders from External Contracts (e.g. GSA Schedules, NASA, IRS, etc.)

**Welcome TOM NORTHROP**  
You have 65 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
[Purchase Order: PO345TWO](#)  
[Purchase Order: POAGENTS MANUAL](#)  
[Requisition: AGENTS MANUAL](#)  
[Requisition: 345](#)

**About VPO PRISM**  
Product information.

**Compusearch**  
Online FAR, technical support, frequently asked questions, and more.

Web Favorites:  
[Commerce Business Daily](#)  
[Electronic Posting System](#)  
[GSA Debarment](#)  
[GSA Advantage!](#)

Click "Delivery/Task Orders"

60.

**Welcome TOM NORTHROP**  
You have 65 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
[Purchase Order: PO345TWO](#)  
[Purchase Order: POAGENTS MANUAL](#)  
[Requisition: AGENTS MANUAL](#)  
[Requisition: 345](#)

**About VPO PRISM**  
Product information.

Click "Create DO/TO."

61.

The screenshot shows a web application interface for creating delivery or task orders. On the left is a sidebar with the title 'Delivery/Task Orders' and three links: 'Create DO/TO', 'Open DO/TO', and 'Return To Home'. The main content area is titled 'Delivery/Task Order Creation Options'. It contains two sections: 'Contract Source' and 'Create Delivery/Task Order from'. The 'Contract Source' section has two radio buttons: 'PRISM' and 'External', with 'External' selected. Below this is a text field for 'Contract Number' containing 'GSA1234'. The 'Create Delivery/Task Order from' section has six radio buttons: 'Requisition' (selected), 'Requisition for Delivery/Task Order', 'Contract', 'Existing Delivery/Task Order', 'New', and 'Reconstruct'. At the bottom right are 'Continue' and 'Cancel' buttons. Four numbered callout boxes provide instructions: 1. points to the 'External' radio button; 2. points to the 'Contract Number' text field; 3. points to the 'Requisition' radio button; 4. points to the 'Continue' button.

**Delivery/Task Orders**

Create DO/TO  
Open DO/TO  
Return To Home

**Delivery/Task Order Creation Options**

**Contract Source**

☐ PRISM ☒ External

Contract Number:

**Create Delivery/Task Order from**

☒ Requisition  
☐ Requisition for Delivery/Task Order  
☐ Contract  
☐ Existing Delivery/Task Order  
☐ New  
☐ Reconstruct

Continue Cancel

1. Select the "External" button.

2. Type in the contract number.

3. Choose what to create the DO/TO from.

4. Choose "Continue"; go to the next page of this manual.

62.

Requisition Number

Site

Include Documents from:  
Current Selected Site

Requisitioner

Buyer

Originating Office

Released Date Range  
Start Date   
End Date

Sort by

Display Hide Search Criteria Cancel ?

Create Delivery/Task Order for GSA1234 from Requisition

Select Line Items	Requisition Number	Released Date	Requisitioner	Requestor	Owner
Y	0429PR2	04/29/2002	TOM NORTHROP		TOM NORTHROP
Y	345	04/30/2002	TOM NORTHROP		TOM NORTHROP
Y	AGENTS MANUAL	05/03/2002	TOM NORTHROP		TOM NORTHROP
Y	CSB-01000-02-0003	04/11/2002	TOM NORTHROP		TOM NORTHROP

Page 1 of 1 (4 results found)

1. If you chose to create from PR, then click the correct PR link.

Line Item Selection

Select	Item Number	Description	User Product Code	Product	Qualifier	Unit	Quantity	Amount	Line
<input checked="" type="checkbox"/>	0001	kyj		PR	By Quantity	EA	2	\$24.00	Nc

Deselect All Create

2. Select the line items.

3. Click "Create."

63.

☒ System Generated  
☐ Manual Entry

Create Cancel

CSB-02-DO-Internal (CSB-02-#)  
CSB-02-External (TPD-CSB-02-K-#)  
Delivery Order (#)

Choose the appropriate mask.

3. The rest is the same as a general PO; go to the next page of this manual.

**\*PLEASE REMEMBER: FOR DO'S, YOU MUST CHANGE THE VENDOR CODE FOR BOTH ADDRESS LINKS ("MAILING" AND "REMIT TO"). SEE PAGE 9 (PRINT SCREEN 14).**



## 64. Adding a Vendor to the Database

**Welcome TOM NORTHROP**  
You have 65 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
[Delivery/Task Order: GSA1234/0001](#)  
[Purchase Order: PO345TWO](#)  
[Purchase Order: POAGENTS MANUAL](#)  
[Requisition: AGENTS MANUAL](#)

**About VPO PRISM**  
Product information.

**Compusearch**  
Online FAR, technical support, frequently asked questions, and more.

**Web Favorites:**  
[Commerce Business Daily](#)  
[Federal Business Opportunities](#)  
[GSA Debarment](#)  
[GSA Advantage!](#)

Click "System Setup."

65.

**Welcome TOM NORTHROP**  
You have 65 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
[Delivery/Task Order: GSA1234/0001](#)  
[Purchase Order: PO345TWO](#)  
[Purchase Order: POAGENTS MANUAL](#)  
[Requisition: AGENTS MANUAL](#)


**About VPO PRISM**  
Product information.

**Compusearch**  
Online FAR, technical support, frequently asked questions, and more.

**Web Favorites:**  
[Commerce Business Daily](#)  
[Federal Business Opportunities](#)  
[GSA Debarment](#)  
[GSA Advantage!](#)

Click "Vendor"; go to the next page of this manual.

66.



**System Setup**

- User
- Security
- Vendor**
- Sys Configuration
- Autonumbering
- Statements
- Distribution List
- Closeout Checklist
- Milestones
- Office Addresses
- Agency Codes
- Interfaces
- Routing Lists
- Return To Home

SendAddOpenDelete?

Vendor Selection

Type: Permanent Vendors Only Search: Code For: Display

Max Results: 100 Results per Page: 10

Select	Code	Name	Alias	Contact Phone	DUNS	TIN
<input checked="" type="checkbox"/>	121701957	BLUE TECH INC				3300921
<input type="checkbox"/>	123123123	HEAVENLY HAM			123123123	
<input type="checkbox"/>	351838961	A ARNOLD & SON TRANSFER & S			3518389	
<input type="checkbox"/>	541063402	EDITORIAL EXPERTS INC			5410634	
<input type="checkbox"/>	541233442	AAC ASSOCIATES INC			5412334	
<input type="checkbox"/>	541385814	AA TEMPS INC			5413858	
<input type="checkbox"/>	555555555	ABC123 Company			55555555	
<input type="checkbox"/>	555666777	DISNEY STORE			555666777	
<input type="checkbox"/>	ATTW	AT&T WIRELESS				ATTW
<input type="checkbox"/>	BOB	Bob Holliday			BOB	

NextPage 1 of 2(14 results found)

Click "Add" to put the info. in the Prism database.

Go to the next page of this manual.

67.

**General Information:****Vendor**

Vendor Code:	<input type="text"/>
Name:	<input type="text"/>
Alias Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Phone:	<input type="text"/>
Contractor Type:	<input type="text"/>
1099:	<input type="checkbox"/>
TIN:	<input type="text"/>
DUNS:	<input type="text"/>
CAGE:	<input type="text"/>
ID for Accounting:	<input type="text"/>

1. You must enter in **vendor code, name, contractor type, and DUNS (but DUNS and vendor code are the same and it fills in on its own from the vendor code).**

2. In addition, it is a good idea to fill in as much information as you know; go to the next page of this manual.

**Address**

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>

Address 3:   
Address 4:   
City:   
State:   
ZIP:   
Country:   
Phone:   
Fax:   
Email:

**Electronic Address**

Web Address:   
Geographic Location:   
Debarred: ☐  
Expiration Date:    
Number of times solicited:

68.

**General Information:****Vendor**

Vendor Code:   
Name:   
Alias Name:   
Contact Name:   
Contact Phone:   
Contractor Type:   
1099: ☐  
TIN:   
DUNS:   
CAGE:   
ID for Accounting:

This is dummy information I created, but see how the Vendor Code and DUNS are the same number.

**Address**

Address 1:

69.

**Electronic Address**

Web Address:

Geographic Location:

Debarred:

☐

Expiration Date:

Number of times solicited:

Number of responses:

Submit

Cancel

“Submit” this information;  
go to the next page of this manual.

70.

**Vendor**

**General**

Address

EDI

Financial

Additional Information

Personnel

Preferences

Authority

Product

Performance

Security

Return

**General Summary: 1234567899-Tom's Crazy Company**

Vendor Code: 1234567899

Name: Tom's Crazy Company

Alias Name: (None)

Contact Name: Tom Northrup

Contact Phone: (304)480-7127

Contractor Type: B. Other Small Business

1099: No

TIN: (None)

DUN: 1234567899

CAGE: (None)

ID for Accounting: (None)

**Address**

Address1: 200 Third Street

Address2: (None)

Address3: (None)

Address4: (None)

City: Parkersburg

State: WV

Zip: 26404

The information has been saved; now click "Return" to view it in the database.

71.

**System Setup**

User

Security

**Vendor**

Sys Configuration

Autonumbering

Statements

Distribution List

Closeout Checklist

Milestones

Office Addresses

Agency Codes

Interfaces

Routing Lists

Return To Home

**Vendor Selection**

Type: Permanent Vendors Only Search: Code For: [ ] Disple

Max Results: 100 Results per Page: 10

Select	Code	Name	Alias	Contact Phone	DUNS	TIN
<input checked="" type="checkbox"/>	121701957	BLUE TECH INC				35
<input type="checkbox"/>	123123123	HEAVENLY HAM			123123123	
<input type="checkbox"/>	1234567899	Tom's Crazy Company		(304)480-7127	1234567899	
<input type="checkbox"/>	351838961	A ARNOLD & SON TRANSFER & STORAGE				35
<input type="checkbox"/>	541063402	EDITORIAL EXPERTS INC				54
<input type="checkbox"/>	541233442	AAC ASSOCIATES INC				54
<input type="checkbox"/>	541385814	AA TEMPS INC				54
<input type="checkbox"/>	555555555	ABC123 Company			555555555	
<input type="checkbox"/>	555666777	DISNEY STORE			555666777	
<input type="checkbox"/>	ATTW	AT&T WIRELESS				AT

1. Click the SEND button so this info is sent to the Oracle financial database.

2. The vendor has been successfully added and will now be available for selection on a PO or DO/TO.